

Fred Sullivan  
Chairman  
  
Janine L. Burke  
Executive Director



Scott Avedisian  
Mayor

**Warwick Sewer Authority**  
125 Arthur W. Devine Boulevard  
Warwick, RI 02886  
Voice: (401) 739-4949 • Fax: (401) 739-1414  
T.D.D. (401) 739-9150

## **Board Meeting Minutes**

**Thursday, February 24, 2011, 5:30 p.m.**  
**Warwick Sewer Authority Conference Room**  
**125 Arthur W. Devine Boulevard**  
**Warwick, RI 02886**

<b>Board Members in attendance:</b>	<b>Board Members not present:</b>
Aaron Guckian, Secretary	Fred Sullivan, Chairman
Peter Ginaitt	
Gary Jarvis	<b>Guests:</b>
Steven Sylven, P.E.	Councilwoman C. Vella-Wilkinson, Ward 3
	Mr. Dennis Setzko, P.E., AECOM
	Mr. Dave Bebyn, B & E Consulting, LLC
	Mr. Joseph Sisson
<b>Staff present:</b>	
Janine L. Burke, Executive Director	John Revens, WSA Legal Counsel
Patrick Doyle, Assistant Superintendent	Mathew Solitro, Collections System Manager
Lynda Ortiz, Customer Service Manager	Lynn F. Owens, Administrative Coordinator

**1. Call to Order** At 5:35 p.m. Mr. Guckian called this meeting to order.

### **2. Approval of Minutes**

**a. Approval of minutes from the regular meeting held January 20, 2011.**

ACTION: Mr. Sylven moved approval of the minutes. Mr. Jarvis seconded the motion. Messrs. Guckian, Ginaitt, Sylven and Jarvis voted in favor of the motion. Motion approved.

### **3. Industrial Pretreatment Program**

**a. John A. Caruso Scholarship**

ACTION: Director Burke stated our Pretreatment Coordinator, Betty Anne Rossi, was unable to make this meeting and this topic isn't as time-sensitive as some of the others we have on the agenda this evening. She stated in the next several months, we would like to decide what to do with the Industrial Pretreatment Program (IPP) fine money that has been collected this year. She stated so far, IPP has assessed almost \$27,000 in penalties and collected a little over half that amount. Director Burke stated last year we didn't do the scholarship program because we didn't

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have enough money. She stated this year there should be more than enough fine money to revive that program and it is a very popular, very positive outreach effort for us. She stated the other things we have talked about using the fine money for included a donation to the Rhode Island Shell Fishermen's Association.

Director Burke stated in addition, Ms. Rossi is suggesting we make a donation to or use the money to assist the Buckeye Brook Coalition (BBC) which is an official State watershed association. She stated we have been speaking with Paul Earnshaw of the BBC since the Cedar Swamp line break and we coordinated our sampling efforts with him. She stated we found out that they are in dire need of sampling kits and other resources to be able to perform water sampling. Director Burke stated Ms. Rossi is more than willing to work with the BBC to help them set up a proper sampling protocol and collect and analyze the data. She stated Ms. Rossi is suggesting we make a donation of sampling kits or some amount of water quality testing/analysis through our contracted laboratory, Rhode Island Analytical.

Mr. Guckian suggested WSA coordinate with the Mayor's office and the Council person for the area, to announce WSA's planned public outreach efforts. Director Burke offered to provide the Board members with a detailed spreadsheet documenting the fines charged this fiscal year.

The Board was in favor of providing \$5,000 to the Buckeye Brook Coalition, \$6,000 to the Caruso Scholarship Fund, \$1,000 to the RI Shell Fishermen's Association, and the balance to be held in an account to fund continuing public outreach, if possible. Mr. Jarvis moved to use \$6,000 to fund three \$2,000 scholarships, one for each of the three public high schools in Warwick. Mr. Ginaitt seconded the motion. Messrs. Guckian, Ginaitt, Sylven and Jarvis voted in favor of the motion. Motion approved.

On the advice of legal counsel, Mr. Guckian tabled to the next Board meeting action on the distribution of the remaining fine money.

### **4. Billing Services Division**

- a. Dave Bebyn, B & E Consulting, LLC: Cost proposal to create a model examining the impact of proposed Zoning Method for sewer assessments

ACTION: Director Burke stated Mr. Bebyn is here as a result of the work of the Sewer Assessment Review Committee. She stated we are considering a new method of assessment based on the zoning designation of a property. She said we've asked Mr. Bebyn to give us a proposal to revise and update the existing sewer assessment structure based on the zoning methodology. Mr. Bebyn stated the first step would involve meeting with the Committee, then collecting information from WSA staff and compiling data. He commended the WSA for considering this

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method. Mr. Guckian thanked Mr. Jarvis for chairing the assessment review committee.

Mr. Ginaitt moved approval of the B & E Consulting, LLC proposal and engagement letter with a not to exceed value of \$2,625. Mr. Sylven seconded the motion. Messrs. Guckian, Ginaitt, Sylven and Jarvis voted in favor of the motion. Motion approved.

**b. Sewer Assessment Abatement**

<b>Name</b>	<b>Service Address</b>	<b>Reason</b>	<b>Amount</b>
Joseph Sisson	v/l Glendale Avenue Plat 319 Lot 0161	615' square foot lot; unbuildable. Previous owner denied variance to build on lot (upheld by Superior Court)	\$326.93
Joseph Sisson	v/l Glendale Avenue Plat 319 Lot 0162	Previous owner denied variance to build on lot (upheld by Superior Court)	\$4,762.72

**ACTION:** Mr. Sisson attended the meeting to request the abatement. Mr. Jarvis moved to abate the assessments, with the provision that in the event the lots get developed, it will be reassessed at the rate in effect at the time of development. Mr. Sylven seconded the motion. Messrs. Guckian, Ginaitt, Sylven and Jarvis voted in favor of the motion. Motion approved.

**c. Sewer Assessment Deferment (New)**

<b>Name</b>	<b>Year</b>	<b>Address</b>	<b>Reason</b>
Gary and Joanne Taravella	1	230 Kirby Avenue, Plat 382 Lot 0193	Single family; 1.05 acres

**ACTION:** Mr. Jarvis moved approval of the deferment. Mr. Sylven seconded the motion. Messrs. Guckian, Ginaitt, Sylven and Jarvis voted in favor of the motion. Motion approved. The Board asked that the deferred balance be listed on applications going forward.

**d. Request for Consideration: Seaview Country Club, Plat 378, Lot 157, Request for assessment abatement**

**ACTION:** Director Burke stated this request came as a result of a meeting in the Mayor's office with Governor Noel, president of Harborlight Marina. She said Harborlight Marina is negotiating the purchase of the property and will maintain it as a golf club, preserving the open space. She said this property was assessed \$350,000; the owners have paid in excess of \$240,000. She stated Governor Noel is asking that the balance of the assessment be abated, on the condition that if the parcel is further developed, it can be re-assessed at the rate in place at the time of development. She said Harborlight has agreed to connect the club house to the sewer line once ownership is transferred. Legal counsel reminded the Board that abatements are contingent upon the advice and consent of the Mayor.

The Board was favorably inclined to approve the assessment abatement with the understanding that once Harborlight Marina acquires ownership, the item will be placed on the Board docket for a vote. Approval of the

abatement will be contingent upon the advice and consent of the Mayor, reserving the right to re-assess if the property is ever used as something other than a public golf course and club house, and connection to the common sewer line, as listed in Governor Noel's letter of consideration.

This item will remain on the agenda for formal action once Harborlight Marina takes possession of the property. Governor Noel will be notified of the Board's discussion and support of proposed plans.

## **5. March 30, 2010 Pawtuxet River Flooding**

- a. Financial Report of Flood Expenses: Director Burke provided the Board with a Flood expenses report, up to and including Hart invoice #15. She stated, not including payments made directly by The Trust, we have spent about \$7.6 million on the wastewater treatment facility and pumping stations and another \$300,000 on road repairs. She stated we continue to work with FEMA on the last Project Worksheet for all the work done by Hart. She stated we will be at this for several months; still a lot of work to be done.

- b. Bid No. 2011-193 Sale of Two (2) City-Owned Surplus Godwin Pumps & Equipment (Re-bid)

ACTION: Director Burke stated we went out to bid again and did get another offer, but we have been using the pumps at the Cedar Swamp site. She stated we do not want to sell them.

Mr. Ginaitt made a motion to reject the bids and not sell the pumps. Mr. Jarvis seconded the motion. Messrs. Guckian, Ginaitt, Sylven and Jarvis voted in favor of the motion. Motion approved.

- c. RFP No. 2011-198 Engineering Services Including Flood Protection and Mitigation Design at the Warwick Wastewater Treatment Facility

ACTION: Director Burke stated we opened the proposals for Engineering Services for Flood Protection and Mitigation for the Wastewater Treatment Facility. She stated we received a total of ten (10) proposals which ranged in cost from about \$83,000 to about \$180,000. She said she was in the process of setting up a meeting of the review committee which includes Board member Steve Sylven, Superintendent Joel Burke, Assistant Superintendent Pat Doyle, Collections System Manager Mathew Solitro, as well as representatives from RIDEM, RIEMA and the City's Planning Department. She stated the plan is to come up with a short list of five or so firms that we would then interview. Mr. Sylven stated ten proposals were received. He said the quality of proposals and the response to the proposals was generally very good; they are all qualified firms. He said the selection of an engineering firm should not be predicated just on fee. Director Burke stated the funding for this project is coming from the CDBG grant.

## **6. February 8, 2011 Cedar Swamp Sewer Line Break**

Director Burke and Collections System Manager Mat Solitro prepared a PowerPoint presentation detailing the collapse of a major interceptor line at the Cedar Swamp pumping station on February 8, 2011. Mr. Solitro stated we mobilized resources citywide; WSA worked in concert with the Department of Public Works and the Water Division to address this critical incident. He said without the help of everyone involved this could have been a much greater catastrophe. Mr. Solitro and Director Burke added that the emergency response provided by M. Perri & Sons was invaluable.

Mr. Ginaitt stated that he and Steve Sylven went to the site a few days after the break. He stated he gives credit to Mat Solitro and others for their responsiveness; it could have been far worse. He stated to Councilwoman Vella-Wilkinson, the constituency has been very good in managing through this recovery effort. Mr. Jarvis stated he also visited the site and there is a lot of work going on; the site is very clean.

Mr. Solitro stated the second phase of this emergency response will be to camera the adjacent lines and manholes to see if slip lining is needed. Mr. Ginaitt stated the life expectancy of that pipe was longer than realized; the early failure could not be predicted.

Councilwoman Camille Vella-Wilkinson, Ward 3, stated I wanted to make a statement for the record, commending the incident commander and the Warwick Sewer Authority team for addressing the Cedar Swamp sewer line break. She stated I've been in touch with the five families who were impacted; they've all commented how responsive the Sewer Authority has been, how professional the insurance company adjuster has been, and specifically how understanding and sensitive Janine was to the situation. She said I thank you for keeping the lines of communication open and including me in it. She asked for a list of names of WSA and city personnel involved in the response; she will send personal letters of commendation for their level of professionalism displayed during this critical incident (letters to be included in employees' personnel folders also).

- a. Emergency Purchase Authorization, not to exceed \$200,000**  
ACTION: Approved by Mayor Avedisian on February 10, 2011 in accordance with City Charter Section 3-3.6.
- b. Emergency Purchase Authorization, not to exceed \$1,000,000**  
ACTION: Approved by Mayor Avedisian on February 14, 2011 in accordance with City Charter Section 3-3.6.

Mr. Jarvis moved to accept. Mr. Sylven seconded the motion. Messrs. Guckian, Ginaitt, Sylven and Jarvis voted in favor of the motion. Motion approved.

- c. City of Warwick Incident Management Structure, Wastewater  
ACTION: Structure reviewed by the Board. No action necessary.
- d. Financial Report: Approval of Emergency Purchases over \$5,000  
ACTION: Emergency Purchase Authorization not to exceed \$1,000,000 in place. Director Burke reviewed the expenses with the Board. No action.

## **7. Operation and Maintenance Division**

- a. Dennis Setzko, AECOM: Pilot Testing Presentation (Facilities Plan for Treatment Plant Upgrades for Nutrient Removal)

ACTION: Mr. Setzko presented a progress report summarizing activity on the WSA Facilities Plan Amendment & Energy Saving Measures project. He stated the Facilities Plan Amendment must be filed in December 2011. He stated from an operational standpoint, it is now stable (even with the use of temporary power) so we will continue with our schedule to meet the December submittal deadline. Mr. Setzko discussed the three major components of the Facilities Plan Amendment, one of which is flows and loading. He said the second part of it is the wastewater characterization for the model; the plan is to start that in April. He stated the third part is piloting of the wastewater technologies, and that is scheduled to start in June. He said we are currently putting together the protocol and soliciting pricing from various vendors to do the piloting.

Mr. Setzko discussed the pilot testing of Actiflo and CoMag technologies, and piloting a new technology filter system in place of the CoMag technology. He stated life cycle costs will also be considered in determining the technology to be used.

Mr. Ginaitt asked if WSA is tracking the life cycle of our new innovative equipment so plans can be made for capital replacement. Director Burke stated we do track our fixed assets and their life expectancy and depreciation. She stated she bases her capital improvements plan on this fixed assets database. Mr. Setzko stated when we do the evaluations it's on a twenty-year life cycle basis, but the equipment can last much longer. Director Burke stated ideally, in addition to investing in our capital assets every year, we should be putting funds aside to cover depreciated assets as well. She said we do have a renewal and replacement fund, which is underfunded.

Director Burke stated we need to revisit this contract because we amended the AECOM contract to use the funds for Flood recovery efforts. She said about \$192,000 has been spent on disaster recovery. She said next month the Board will need to consider funding the remainder of the contract work. She said the pilot testing will be billed directly to WSA, which must also be funded.

## **8. Construction Division**

- a. Sewer Project Update Report
  - i. Governor Francis Farms Phase II
  - ii. Bayside IV/Longmeadow

Collections System Manager Mathew Solitro reviewed with the Board the planned start up of construction in Bayside IV on March 15<sup>th</sup>. He said National Grid will begin work on the three-phase power service at the Kristen Court pumping station (Governor Francis II) on March 8th.

## **9. Administrative Items**

- a. Resolution to apply for and accept federal funds through the Rhode Island Department of Administration Office of Energy Resources

ACTION: Director Burke stated this is a fully funded grant; there is no local match needed. Mr. Ginaitt moved approval. Mr. Sylven seconded the motion. Mr. Guckian, Ginaitt, Sylven and Jarvis voted in favor of the motion. Motion approved.

- b. Resolution to apply for and accept federal funds through the Rhode Island Emergency Management Agency Hazard Mitigation Grant Program

ACTION: Director Burke stated there is a 25% local match needed on this grant, most of which we can get from the CDBG money. Mr. Sylven moved approval. Mr. Ginaitt seconded the motion. Mr. Guckian, Ginaitt, Sylven and Jarvis voted in favor of the motion. Motion approved.

- c. Director's Report
  - i. Financial Report
  - ii. Administrative Schedule

ACTION: Director Burke stated I emailed you the monthly financial reports after the last Board meeting; the numbers are not yet available for this month. She stated Superintendent Burke is looking over the mid-year numbers and trying to project end of year costs. She stated we will likely see overages in polymer because the budget was based on the cost of powdered polymer and we are now using more expensive liquid polymer as we did not replace the dry polymer mixing system after The Flood. Director Burke stated we are still going through a trial-and-error process with the polymer to get the right balance. She stated we are also expecting sludge disposal costs to go up significantly in the short term due to the amount of solids flushed into the system by the Cedar Swamp line break.

Director Burke stated last week, I attended a meeting of the River Vue Neighborhood Association which is in the planned Bayside I, II and III project areas. She stated unfortunately, I didn't have any good news for them with respect to the possibility of getting sewers because we don't

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know where we stand with the archaeological issues. She said we also spoke about the impending Cesspool Phaseout which will hit this area hard. Director Burke stated there are 127 properties in Ward 5 that will have to do something with their cesspools by 2013 and even if we succeed in addressing the archaeological issues, construction of sewers would not be possible by then. She stated subsequent to that meeting, the Mayor and I met with Representative Ferri and Councilman DelGiudice to brainstorm ways to assist these property owners with the cesspool phaseout. She said as a result of that meeting, we will be preparing a letter to the property owners to make them aware of the requirements.

Mr. Ginaitt stated there may be legislative remedies to explore to help the property owners in that area, especially since the infrastructure is there to expand the sewer system.

Director Burke stated I will be on vacation starting March 14<sup>th</sup> through March 22<sup>nd</sup> so I will not be at the next Board meeting. She stated on April 26<sup>th</sup>, I will be making a presentation at the annual conference of the Rhode Island Flood Mitigation Association. She stated my abstract about our experience with The Great Flood was accepted and I will be speaking about lessons learned, our mitigation efforts, and recommendations for local flood mitigation and emergency response professionals in dealing with similar natural disasters.

- d. Chairman's Report: Mr. Jarvis stated the Chairman is absent due to his hospitalization. He is doing well. The Board members wished him well.
  - i. Legal Services: Extension of contract  
ACTION: Director Burke stated the Chairman has spoken with our legal counsel and he is willing to maintain the contract price for another year. She said we need that in writing and will present it for vote at the next meeting.
  - ii. Sewer Construction Project Planning  
ACTION: Director Burke stated this can be deferred until the next meeting.
- e. Sewer Assessment Committee Report: See item 4a.

## **10. Consent Agenda – Correspondence**

- a. WSA to RIOER regarding procurement of energy efficient equip. (1-14-11)
- b. WSA to USEPA regarding 2010 CMOM Program Implementation Annual Report (1-28-11)
- c. WSA to RIDEM regarding summary schedule for repairs and replacement of all remaining Flood-damaged equipment (1-28-11)
- d. WSA to Stephen Cary (2-1-11)
- e. WSA to Charles D. McPhillips (2-1-11)
- f. WSA to John and Suzanne Richmond (2-11-11)



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### **g. WSA Financial Report to the City Council (2-16-11)**

ACTION: Mr. Sylven moved approval. Mr. Jarvis seconded the motion. Messrs. Guckian, Ginaitt, Sylven and Jarvis voted in favor of the motion. Motion approved.

### **11. New Business** No new business.

### **12. Old Business**

- a.** Buttonwoods Beach Association/Buttonwoods Fire District
- b.** WSA Deferment Policy
- c.** Mandatory Sewer Connection Program
- d.** Sewer Tie-In Loan Fund: Director Burke stated we did close on the loan and will work out the details with RI Housing.
- e.** Amendments to By-Laws
- f.** Modifications to Septage Hauling Regulations
- g.** Flood Mitigation Efforts
- h.** GIS Program Status: Director Burke stated we finally got a new server and are in the process of re-loading the software and getting the data onto the system. Mr. Ginaitt suggested WSA integrate another backup of our system, versus our reliance on MIS. He said we have a tremendous amount of critical information that must be managed properly. Mr. Jarvis offered information on the technology available today to secure our information. Mr. Guckian suggested staff explore options and create a request for proposals to move this forward. He also suggested advising City administration our plans.

### **13. PUBLIC COMMENT PERIOD**

**Comments only may be addressed to the WSA Board who will take them under advisement.**

Mr. Richard Langseth shared his comments with the Board.

Mr. Eugene Nadeau shared his comments with the Board.

### **14. Adjournment**

Mr. Ginaitt moved to adjourn the meeting. Mr. Sylven seconded the motion. Messrs. Guckian, Ginaitt, Sylven and Jarvis voted in favor of the motion. Motion approved.

At 7:09 p.m. this meeting ended.

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Aaron Guckian, Secretary